



## ***Small Business Assistance Program***

South Coast Air Quality Management District



## **Small Business Defined**

- ***Eligibility for SBA assistance:***
- ***100 or fewer employees or***
  - ***Annual receipts of \$5 million or less***



## Business Assistance Highlights

- *Permit Application Assistance*
- *Free On-Site Consultations*
- *Recordkeeping Assistance*
- *Variance Application Assistance*
- *Clearance Letter Program*
- *Assistance by Phone*



## Business Assistance Highlights (cont'd)

- *Notification of Upcoming Rules/Deadlines*
- *Dry Cleaners Grant Program*
- *Fee Review Committee*
- *Expired Permit Program*



## Permit Application Assistance

Health and Safety Code 40448 (b) & 42421 (b)

### Free Service

- *Provided On-Site, or at AQMD*
- *Line-by-Line help Completing Application*
- *Small Businesses Application Fee Reduced (50%) if 10 or Less Employees and \$500,000 or Less Annual Receipts or a Not-for-Profit Training Center*



## Free On-Site Consultations

Health and Safety Code 40440.7

- *Business Must Agree to Correct Deficiencies Promptly*
- *Staff ensures that Business Owner/Operator:*
  - *Understands Rules*
  - *Has Necessary Permits*
  - *Is Using Compliant Paints, Solvents, etc.*
  - *Completes Records Correctly*





## Recordkeeping Assistance

Health and Safety Code 40440.7

- *Line by line explanation of recordkeeping requirements*
- *Explain what information is necessary*
- *Explain what additional paperwork is necessary*
- *Explain all calculations*
- *Can provide streamlined sample forms for select types of operations*



## Variance Application Assistance

Health and Safety Code 40448 (b)

- *Help Prepare Applications for Temporary Extensions of Rule Deadlines, as Needed*
- *Help Explain Hearing Board Process (including instructional video)*
- *Application Fee Reduced by 80% (if 10 or Less Employees and \$500,000 or Less Annual Receipts)*





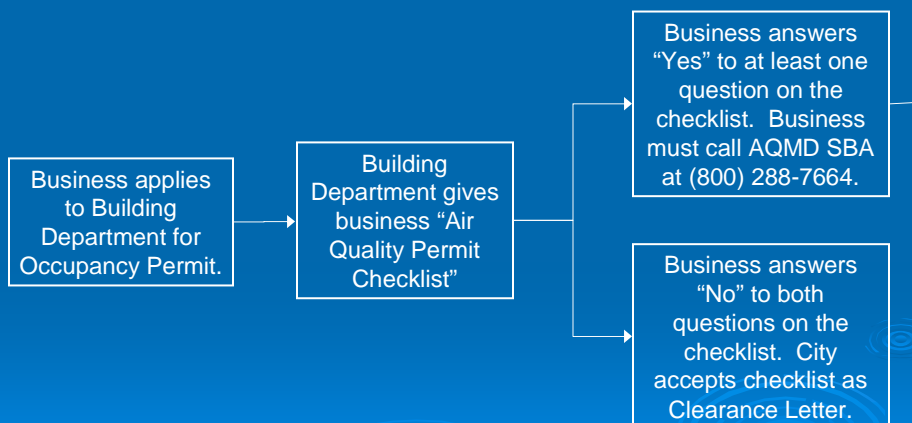
## Clearance Letter Program

California State Law Code 65850.2

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  - “(c) No city or county shall issue a final certificate of occupancy or its substantial equivalent unless ... the requirements for a permit ... from the (air quality management district) exercising jurisdiction in the area governed by the city or county or has provided proof from the appropriate district that the permit requirements do not apply to the owner or authorized agent.”

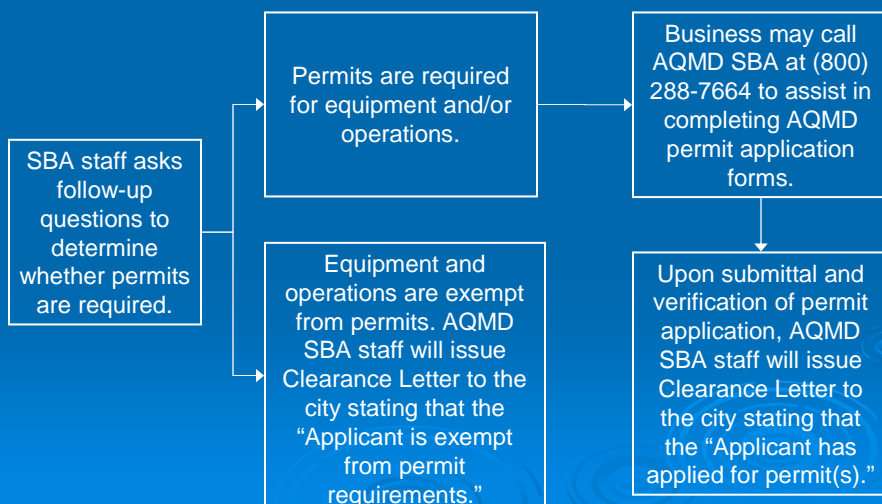


## Clearance Letter Process





## Clearance Letter Process (cont'd)



## How AQMD Staff Helps With Clearance Letter Program

- Determine whether AQMD permits are required
- Explain AQMD rule requirements
- Explain AQMD recordkeeping requirements
- Determine how much fees are required for any applications
- Provide Clearance Letter for City or County building department



## Notification of Upcoming Rules/Deadlines

Health and Safety Code 40440.7 & 40457 (b)

- *Direct Mail Notices of Proposed Rule Workshops and Hearings Workshop and Hearing Notices also on Website*

*([www.aqmd.gov/pubinfo/public\\_notices.htm](http://www.aqmd.gov/pubinfo/public_notices.htm))*



- *Direct Mail Notices of Important Rule Deadlines*



## Dry Cleaners Grant Program

Health and Safety Code 40448 (b)

- *Governing Board approved \$4,250,000 in grants for non-perc alternative dry cleaning technologies:*

- \$20,000 for CO<sub>2</sub> machines
- Up to \$10,000 for professional wet cleaning (water- based systems)
- \$ 5,000 for hydrocarbon machines (no longer offered)

- *As of June 2008*

- 585 Applications Received
- \$3,520,000 committed or distributed





## Fee Review Committee

Health and Safety Code 40448 (b)

- *Resolves Fee & Billing Disputes*
- *Can Allow Payment Plan for Financially-Strapped Businesses*
- *Cannot Allow Payment Plan for New Equipment Applications*
- *Cannot Change or Alter Rules or Policies*
- *Primary contact is Marvin Ignacio*



## Expired Permit Program

- Permits expire due to non-payment of annual renewal fees.
  - Facility has 1 year to reinstate permits
  - Without reinstatement, equipment subject to current emission control technology requirements (BACT)
- Report generated with list of expired permits.
- Staff try to contact facilities by phone.
- For facilities that are unable to be contacted, SBA staff goes to each facility to notify the business of permit expiration.





## SBA Contact Information

- Small Business Assistance
  - (800) CUT-SMOG
  - (909) 396-3529
- Internet:
  - <http://www.aqmd.gov/business/smallbizassistance.html>
  - <http://www.aqmd.gov/business/AQpermitchecklist.html>
  - [smallbizassistance@aqmd.gov](mailto:smallbizassistance@aqmd.gov)
- Assistant DEO / Public Advisor
  - Pom Pom Ganguli
- SBA staff
  - Helen Chin, AQI
  - Marvin Ignacio, AQE
  - Gregory Ushijima, AQE